

# REQUEST FOR BOARD ACTION

## HENDERSON COUNTY

### BOARD OF COMMISSIONERS

**MEETING DATE:** 15 February 2006

**SUBJECT:** Policy on newspaper notice advertisement process

**ATTACHMENT(S):** None

**SUMMARY OF REQUEST:**

Current policy has notice advertisements placed in *The Times-News* by the sponsoring department of Henderson County government (notices for planning issues, including quasi-judicial hearings before this Board, by the planning department, etc.).

The attached proposed policy would clarify procedure, so that simultaneously with notification to *The Times-News* a notice be sent by the Department to the Clerk to the Board of Commissioners, for scheduling and other purposes.

**COUNTY MANAGER RECOMMENDATION/BOARD ACTION REQUESTED:**

The County manager supports this proposal.

County staff will be present and prepared if requested to give further information on this matter.

**PROPOSED MOTION:**

***I move that the Board adopt the policy regarding newspaper notice advertisement attached to the Board's agenda materials.***

## HENDERSON COUNTY PROCEDURES REGARDING NEWSPAPER NOTICE ADVERTISEMENTS

Purpose: To establish a uniform system of placing and accounting for notice advertisements in *The Times-News*.

### PROCEDURES:

1. All departments holding or sponsoring hearings, meetings or the like which are required by statute, ordinance, policy or otherwise to have notice of the same published in a local newspaper (established as *The Times-News* of Hendersonville by previously adopted policy of this Board) shall comply with these procedures
2. All requests made to publish in a local newspaper shall be made by email, facsimile or paper document.
3. A copy of all such requests shall be furnished to the Office of the Clerk to the Board of County Commissioners in the same manner as and simultaneously with the request to a local newspaper.
4. A copy of all such requests shall be furnished to the Office of the County Attorney in the same manner as and simultaneously with the request to a local newspaper.
5. The request shall direct that billing for the publication of the notice advertisement shall be directed to the department requesting the publication.
6. The request shall direct that the affidavit of the publisher for the publication of such notice advertisement shall be directed to the Office of the Clerk to the Board of County Commissioners.
7. Should the requests regarding direction of the bill or the publisher's affidavit not be honored by the local newspaper, the billing for any such publication shall be forwarded by any unit of Henderson County government by which it is received to the department requesting the publication, and the publisher's affidavit shall be forwarded to the Clerk to the Board of County Commissioners.